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March 8, 2012

Allen Norfleet
Senior Campaign Finance Analyst
Reports Analysis Division

Identification Number: C00462374

Reference: October Quarterly Report (07/01/2011-09/20/2011)

Dear Mr. Norfleet:

This letter is in response to your inquiry dated February 6, 2011 requesting additional information and clarification on four separate items.

- 1)The committee amended Schedule B supporting Line 17 of our October Quarterly Report (07/01/2011-09/20/2011) to include the missing address information for the itemized disbursements
- 2)The committee amended Schedule B supporting Line 17 of our October Quarterly Report (07/01/2011-09/20/2011) to provide clarification regarding the brief statements or descriptions relating to the purpose for each disbursement. These statements were updated following the FEC's guidance regarding acceptable purposes published in the Federal Register.
- 3)The committee amended Schedule B of the October Quarterly Report (07/01/2011-09/20/2011) to reflect the itemization of staff travel and subsistence advances that exceeds \$500 and have further itemized payments by staff to any one vendor that aggregate in excess of \$200 for the election cycle.
- 4)The expenses in question were written on check #3686 (dated 8/22/11 in the amount of \$500 made out to "Cash"), check #3687 (dated 8/22/11 in the amount of \$500 made out to "Cash") and check #3705 (dated 9/21/11 in the amount of \$500 made out to "Cash") These disbursements were made to purchase pre-paid fuel cards for campaign staff vehicles. In August, the committee was in need of additional gas funds, so an attempt was made to re-load the fuel card with \$1000 instead of \$500. Prior checks for this purpose were made out to WalMart. WalMart's system rejected the check and subsequently would not accept any checks even for small amounts. Checks were then made out to cash to purchase the fuel cards. Once the committee realized this error, it discontinued the purchase of the fuel cards and instilled new protocols to prevent such and error from occurring in the future

Sincerely,

Matthew Knight, Treasurer
Crawford for Congress
